

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 157  
AUGUST 10, 2016 – WORK SESSION**

**Human Services  
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, August 10, 2016, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**        **Richard M. Hannold, Chair**    **Staff: Pam Dill**  
                                         **Jill Johnson, Member**  
                                         **Helen Price Johnson, Member**

**Staff Present:** Jackie Henderson, Director, Mike Etzell, Catherine Reid

**Others Present:** Elaine Marlow, Budget Director

Record @ 00:05

**Subject/Description:** Contract Amendment No. 2 with Washington Department of Social and Health Services, Developmental Disabilities Administration

**Attachment:** contract #1563-43220

**Action Requested:** Approval of contract amendment No. 2 with Development Disabilities Administration increasing the contract amount by \$740,778.00 and extending by one year, ending 6/30/17.

**Follow up:** Okay with full Board to move forward to consent agenda.

**Subject/Description:** Contract Amendment No. 2 with Toddler Learning Center

**Attachment:** contract #HS-24-15(2)

**Action Requested:** Approval of contract amendment No. 2 with Toddler Learning Center to add funding for Birth to Three services for children with developmental challenges; Amendment period: 7/1/16-6/30/17; Amount: \$75,312.00.

**Follow up:** Okay with full Board to move forward to consent agenda.

**Subject/Description:** Contract Amendment No. 3 with Toddler Learning Center

**Attachment:** contract #HS-24-15(3)

**Action Requested:** Approval of contract amendment No. 3 with Toddler Learning Center increasing contract by \$875.00 and extending the contract by one year, ending 6/30/17.

**Follow up:** Okay with full Board to move forward to consent agenda.

**Subject/Description:** Contract Amendment No. 1 with Sherwood Community Services

**Attachment:** contract #HS-27-15(1)

**Action Requested:** Approval of contract amendment No. 1 with Sherwood Community Services to add funding for Birth to Three services for children with developmental challenges; Amendment period: 7/1/16-6/30/17; Amount: \$8,368.00.

**Follow up:** Okay with full Board to move forward to consent agenda.

**Subject/Description:** Contract Amendment No. 2 with Sherwood Community Services

**Attachment:** contract #HS-27-15(2)

**Action Requested:** Approval of contract amendment No. 2 with Sherwood Community Services decreasing the amount of the contract by \$875.00 and extending the contract by one year, ending 6/30/17.

**Follow up:** Okay with full Board to move forward to consent agenda.

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**Subject/Description: Contract Amendment No. 1 with Sunrise Services**

**Attachment:** contract #HS-7-16

**Action Requested:** Approval of contract amendment No. 1 with Sunrise Services changing the funding source for \$49,402.00 from Homeless Housing Fund to Mental Health Block Grant.

**Follow up:** Okay with full Board to move forward to consent agenda.

**Subject/Description: Contract Amendment No. 7 with Sunrise Services for Island County Jail Services**

**Attachment:** contract HS-48-13

**Action Requested:** Jackie informed the Board that due to inadequate staffing Sunrise Services has decided to discontinue the Jail Transitions contract effective 8-5-16. Jackie sent out a letter of intent to both SeaMar and Compass Health asking if they would be interested in providing the services. Compass Health responded and Jackie requested approval to negotiate with Compass Health rather than going out for an RFP.

**Follow up:** Okay with full Board.

**Juvenile & Family Court Services  
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, August 10, 2016, at 9:29 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Richard M. Hannold, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Jill Johnson, Member</b>	
	<b>Helen Price Johnson, Member</b>	

**Staff Present:** Andrew Somers, Court Administrator

**Others Present:** Elaine Marlow, Budget Director, Mark Brown, Sheriff, Jose Briones

Record @ 25:02

**Subject/Description: Consolidated Food Management LLC**

**Attachment:** agreement

**Action Requested:** Approval of Food Service Operating Agreement between JDC and Consolidated Food Management, Inc.; Term 5 Year Contract; Amount: Free per meal

**Follow up:** Okay with full Board to move forward to a consent agenda.

**Subject/Description: Island County Superior Court & Courthouse Technologies, LTD**

**Attachment:** agreement

**Action Requested:** Approval of software subscription and service agreement for Jury Summons; Term: 5 Year Contract; Amount: \$21,720.00

**Follow up:** Okay with full Board to move forward to a consent agenda.

**Subject/Description: Island County Jail/Detention Center Inmate Health Care Provider Agreement Amendment #1**

**Attachment:** agreement

**Action Requested:** Approval of Island County Jail/Detention Center Inmate Health Care Provider Agreement Amendment #1; Term: 9/1/16-12/31/16; Amount: \$7,294.80

**Follow up:** Okay with full Board to move forward to a consent agenda.

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## Sheriff Summary Minutes

Work Session was held between the County Commissioners and the Sheriff on Wednesday, August 10, 2016 at 9:24 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

[illegible]

**Staff: Pam Dill**

**Staff Present: Sheriff Mark Brown, Jose Briones**

**Others Present: Elaine Marlow, Budget Director, Andrew Somers**

Record @ 23:10

**Subject/Description: Interlocal Agreement between Island County Sheriff's Office and the Coupeville Marshall's Office**

**Attachment:** Interlocal Agreement

**Action Requested:** Approval of interlocal agreement with Coupeville Marshal's Office to provide pass-through funds from the U.S. Department of Homeland Security, Operation Stonegarden Grant E16-174, for equipment and/or salaries; Amount: \$17,407.28.

**Follow-up:** Okay with full Board to move forward to a consent agenda.

**Subject/Description: Interlocal Agreement between Island County Sheriff's Office and the Langley Police Department**

**Attachment:** Interlocal Agreement

**Action Requested:** Approval of interlocal agreement with Langley Police Department to provide pass-through funds from the U.S. Department of Homeland Security, Operation Stonegarden Grant E16-174, for equipment and/or salaries; Amount: \$6,132.15.

**Follow-up:** Okay with full Board to move forward to a consent agenda.

**Subject/Description: Interlocal Agreement between Island County Sheriff's Office and the Oak Harbor Police Department**

**Attachment:** Interlocal Agreement

**Action Requested:** Approval of interlocal agreement with Oak Harbor Police Department to provide pass-through funds from the U.S. Department of Homeland Security, Operation Stonegarden Grant E16-174, for equipment and/or salaries; Amount: \$45,947.04.

**Follow-up:** Okay with full Board to move forward to a consent agenda.

**Subject/Description: Professional Services Operating Agreement between Island County Sheriff Office and Consolidated Food Management, Inc.**

**Attachment:** Agreement

**Action Requested:** Food Service Operating Agreement with Consolidated Food Management, Inc. to provide food services for the Island County Jail. Amount: Fee per meal

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**Follow-up:** Okay with full Board to move forward to a consent agenda.

**Subject/Description:** **Island County Jail/Detention Medical Care RFP**

**Attachment:** Proposal Requirements and Specifications for Medical Services for Island County Sheriff-Jail Facility and Juvenile Detention Services

**Information:** Jose Briones and Sheriff Brown reviewed the Request for Proposal for Medical Services for Island County Sheriff-Jail Facility and Juvenile Detention Services with the Board.

**Facilities Department  
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, August 10, 2016, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** **Richard Hannold, Chair**  
**Jill Johnson, Member**  
**Helen Price Johnson, Member**

**Staff:** **Pam Dill**

**Staff Present:** **Larry Van Horn, Facilities Director**

**Others Present:** **Elaine Marlow, Budget Director**

Record @ 01:02:55

**Subject/Description:** **Review draft lease for Elections**

**Attachments:** draft lease

**Action Requested:** Approval of Lease Agreement with the Christensen Family Trust for the Elections Division office space located at 400 North Main St, Coupeville. Contract Term: When executed to 12/31/2022; Amount: \$180,414.00.

**Follow up:** Okay with full Board to move forward to a consent agenda.

**Subject/Description:** **NBBJ Space Study update**

**Attachments:** yes

**Information:** Larry informed the Board that he would have NBBJ's Conclusion Summary & Recommendations of Phase 1 Island County Administrative Space Needs Assessment by the end of the week. The next step is to prepare the scope of work for Phase II with NBBJ. NBBJ will be adding a sub-consultant to the project who specializes in jail planning and programming.

**Subject/Description:** **St. Mary's parking agreement update**

**Attachments:** Email from Mary Waters dated 7/25/16/Facility Use Agreement

**Discussion:** Larry informed the Board he received an email from the Archdiocese of Seattle providing a Facility Use Agreement indicating they would move forward with a one year term agreement and encouraging the County to develop parking to meet their needs and not rely on the Catholic Church to provide a long term benefit to the county for parking. The agreement has not gone through legal review.

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**Subject/Description:** Fairgrounds water/misc items

**Attachments:** none

**Discussion:** Larry noted that he was meeting with Elaine Marlow and Dan Mitchell today to discuss the mechanics of the transfer of the Fairgrounds from Island County to the Port of South Whidbey. He will be meeting with the Port of South Whidbey tomorrow.

The Board was supportive of moving forward with the projects that have already been identified, the water backflow repair and the electrical upgrade in the Pole Building.

**WSU / Extension Services  
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, August 10, 2016, at 10:22 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**    **Richard Hannold, Chair**                      **Staff: Pam Dill**  
                                         **Jill Johnson, Member**  
                                         **Helen Price Johnson, Member**

**Staff Present:**    **Tim Lawrence, Director, Anza Muenchow, WSU Farm and Food Systems Coordinator**

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:21:26

**Subject/Description:** WSU Island County Small Farms and Master Gardeners Programs

**Attachment:** Summary report of Accomplishments January – June 2017

**Discussion:** Anza Muenchow provided an update to the Board on the WSU Farm and Food Systems program.

**Budget Director/GSA  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, August 10, 2016, at 10:42 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**    **Richard M. Hannold, Chair**                      **Staff: Pam Dill**  
                                         **Jill Johnson, Member**  
                                         **Helen Price Johnson, Member**

**Staff Present:**    **Elaine Marlow, Budget Director**

Record @ 01:41:02

**Subject/Description:** 2016 Budget Amendment #2

**Attachment:** 2016 Budget Amendment #2

**Action Requested:** Approval of budget amendment to provide funding for additional mental health services in the Island County Jail, supplements the Prosecutor's budget, transfers funds

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from County Road into Equipment Rental & Revolving for equipment, and recognizes the use of reserves to pay for the upgrade of election equipment.

Change line item #8 from “Use of Fund balance” to “Use of contingency” and add a line item for the Jail Medical Services contract increase September-December.

**Follow up:** Okay with full Board to schedule for Public Hearing.

**Subject/Description: Monthly Financial Reports**

**Attachments:** none

**Information:** Elaine will be providing the Board with monthly financial reports. She will provide some draft reports for the Board to review and comment on.

**Summary Minutes**

The County Commissioners met during Work Session on Wednesday, August 10, 2016 at 11:23 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA.

Present were:

<b>County Commissioners:</b>	<b>Richard M. Hannold, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Jill Johnson, Member</b>	
	<b>Helen Price Johnson, Member</b>	

**Others Present:** Elaine Marlow, Budget Director

Record Part 2 @ 00:05

**Subject/Description: Island County Legislative priorities**

**Attachments:** yes

**Discussion:**

**Preserve essential public safety services – Jill Johnson**

- Prevent sweeping of shared revenues to counties
- Mental Health Funding
  - Indigent Defense
  - Housing
  - Jail
- Public Health Funding – Foundational Public Health Services

**Provide vital infrastructure – Richard Hannold**

- Freeland Sewer Project
- Address onerous agency requirements which add no public value
- Regional Transportation Linkages – county connectors – 411W & 411C

**Increase local flexibility to address shortfalls – Helen Price Johnson**

- County fees set in outdated statutes for health, recording and courts
- Sunset for housing recording fees
- Long range planning surcharge on permits
- GMA updates
- 1% property tax cap

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**Follow up:** Each Board member will work on their section of the legislative priorities and bring back to a future work session for continued discussion.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

\_\_\_\_\_  
Richard M. Hannold, Member

\_\_\_\_\_  
Jill Johnson, Member

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Helen Price Johnson, Member

ATTEST:

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Debbie Thompson, Clerk of the Board